



Assistant Town Manager

The Town of Benson is seeking its next Assistant Town Manager. This position will assist the Town Manager in performing difficult professional, technical, and administrative work in carrying out the administrative functions of the town. This position will act in the absence of the Town Manager as well as serve in a leadership role in the areas of Project Management and Public Utilities (Electric, Public Works, Sewer and Water). As a member of the town administration, the assistant town manager provides assistance and support to the Town Manager in making decisions and recommendations regarding the overall operations of the town and reports to the Town Manager. The Assistant Town Manager coordinates and evaluates the operations and projects of various town departments and supervises staff.

The Assistant Town Manager plans, organizes, develops, and implements municipal operations, budgets, policies, research efforts, special projects, and other administrative activities in cooperation with the Town Manager, the Board, and the department heads. Other areas of focus will be in capital project management; developing policies and programs; researching data and trends; performing special fiscal or cost studies; and providing guidance to the employees of the Town of Benson. Work requires sensitivity to the needs of the total municipal organization; experience and knowledge in Electric, Water, Sewer, and Street Utilities; support to management in research and budgetary tasks; strong general management and human resources management skills; and use of sound judgment in maintaining confidentiality.

Education, Experience and Requirements: Requires a bachelor's degree; Completion of a master's degree in public administration, business or related area from an accredited college or university and five or more years of progressively responsible administrative experience as a department head or at a management level in public sector management is preferred; or an equivalent combination of education, training and experience which demonstrates the required knowledge, skills and abilities to perform the duties required of the position. Candidate must possess a valid North Carolina driver's license.

Job Description: A complete job description can be found on the Town of Benson website at <http://www.townofbenison.com/2201/Employment>.

Salary and benefits: The anticipated hiring salary range for the position is \$80,000 to \$100,000, depending on qualifications. Benefits include paid participation in the North Carolina State Health Plan, paid dental, vision and life insurance, 5% 401(K) contribution, 13 paid holidays and 2-weeks paid-time off per year, and an abundant wellness program that includes incentives.

This position is open until filled. Applicants must submit a Town of Benson Application, resume and at least three work related references. The Town of Benson application can be obtained at Town Hall or printed from the Town's website: <http://www.townofbenison.com/2201/Employment>. Applications, resumes and references must be mailed to P.O. Box 69, Benson, NC 27504-0069, hand delivered to 303 East Church Street, Benson, NC 27504 or emailed to Scott Tart, Town of Benson Human Resources Director, at start@townofbenison.com.

The Town of Benson is an equal opportunity employer.